

Department of Workforce Services (DWS)

Kindergarten Match

School District Elementary-age Afterschool Programs

Scope of Work Performance Requirements

July 1, 2014 – June 30, 2015

CONTRACTOR

Contractor will operate elementary-age programs before school, afterschool, and/or during school breaks. Sites receiving funding from this contract will be provided with program staff, supplies, equipment, and district support.

CONTRACTOR RESPONSIBILITIES

Contractor will ensure that each identified elementary-age afterschool program site will adhere to contract program requirements.

1. **Start Date**

Programs may start on **July 1, 2014** but must start no later than two weeks after school classes begin in the Fall 2014 school year.

2. **End Date**

Contractor period ends **June 30, 2015**.

3. **Service Population and Program Requirements**

- a. Program must provide a regular, formally supervised program for elementary -age children a minimum of 10 hours per week. Formal supervision includes any time children are with a responsible adult.
 - a. If more than 50% of the programs children (ADA) are formally transported ten (10) miles or more (one way) per day to get to and/or from the program, this time can be included in the computation of number of program hours provided.
 - b. Programs may be conducted after school, weekends, or any other time children are unsupervised. Funding is not for one time, summer only, or sporadic club activities.
- b. Program must operate a minimum 32 weeks during the school year. For this purpose, a week is defined as a minimum of two school days during a calendar week.
- c. Program must have a minimum of 15 children attending daily (Average Daily Attendance, ADA) and allow children to attend all hours of programming each week.
- d. Kindergarten children can only be included in ADA reporting when they are served during the same hours and in the same program/classroom as children in grades 1- 6.
- e. Programs are required to provide a combination of academic and enrichment activities. For example, having a 30/70 or 70/30 academic/enrichment activity split are both acceptable.
- f. Program must be open to all children in grades K - 6, regardless of race, religion, gender, political ideology, physical ability.
- g. Program must be open to entry level children and must not require pre-requisite classes for participation.

4. **Prevention/Education Components**

The program must include at least **three** prevention/education components utilizing appropriate curriculum and/or resources, from the following:

- Civic Engagement
- Physical Activity & Nutrition

- Education & Career Readiness
- Emotional Intelligence & Self-Concept
- Financial Literacy
- Positive Interpersonal Relationships
- Addiction Prevention
- Youth Violence & Gang Prevention

5. Parental/Guardian Involvement

The program design must include some parent/guardian involvement components.

6. Background Checks

Contractor must complete a background check on program employees. If volunteers are alone with children at any time, they are required to have a background check completed. Background checks shall be based on official records obtained by the Utah Bureau of Criminal Identification.

7. Computer Use

If the program utilizes computers, Contractor must install proper firewall software and internet filter software to prevent students from accessing inappropriate websites.

8. Contractor Orientation Meeting

The organizations contract administrator and the fiscal management staff must attend a 2-3 hour, in-person, contract orientation meeting (TBA).

9. Training

- Each program site manager/coordinator must attend one half-day DWS quality program training related to the contract (TBA).
 - If the program site manager/coordinator changes during the contract year, the new site manager/coordinator will be responsible for completing the online contract training.
- Each program must provide documentation showing 20 hours of program-related training each year for every staff working 10 or more hours/week.

10. Consultation and Technical Assistance

Funded organizations must participate in direct consultation and technical assistance provided by staff or designee of DWS.

11. Program Quality

- Program/site must annually meet the current standard of quality set by DWS as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool "Quality Tool"* (Attachment B). Training on the *Quality Tool* will be provided at the contract orientation meeting and at the program manager/coordinator training.
- Funded programs must register with the *Utah Afterschool Network* (UAN) at www.utahafterschool.org.
- Funded organizations must register and/or update their afterschool program information in order to provide a resource for parents and for afterschool program data collection.
 - Each funded program must contact their local *Child Care Resource and Referral* (CCR&R) agency by phone. Contact information for the appropriate referral agency can be found at: <http://careaboutchildcare.utah.gov/tr/indexProvider.cfm?fuseaction=contactinfo>

12. Reporting

Status and progress reports must be prepared according to DWS report guidelines. DWS will provide training on report format and content at the contract orientation meeting.

- Each funded program must provide two progress reports (mid-year and annual) per year as required by DWS.
- Each funded program must complete the *Quality Tool* self-assessment using the Utah Afterschool Network's (UAN) data collection system. Participation is required annually.
- Each funded program must participate in statewide afterschool data collection efforts as requested by DWS.

- d. Each funded program must organize an annual *Lights On Afterschool* event, and register their event on <http://www.afterschoolalliance.org/loaHostEvent.cfm>

13. Allowable Costs

Allowable costs for this contract are specified in Attachment G – *Allowable Costs*.

EXPENSE REIMBURSEMENT

1. The school district shall submit requests for reimbursement of expenses using the reimbursement-invoice/billing template provided by DWS.
 - a. Individual program invoices must accompany a master invoice that will be used for reimbursement.
2. Requests for reimbursement must be submitted no less than two times per contract year.
3. DWS will strive to make timely payment. Turn-around-time for payment is generally 30 days but is affected by accuracy of invoice and approval by DWS Finance Division.
4. All funds must be spent by the end of the contract term. Any funds not spent will remain with DWS. Unspent funds will not be carried over into the next contract year.
5. Due to budget constraints, out-of-state travel for training/conferences will not be allowed at this time.

OVERSIGHT

- a. Contractor must ensure proper administrative and accounting procedures are followed.
- b. Contractor may not subcontract to a single entity to administer the afterschool program.
 - i. The Contractor must provide program administration. This includes and is not limited to:
 - Hiring and employing the site coordinator/director
 - Being responsible for program structure and development
 - Operating as the DWS contact
 - Providing DWS progress and financial reports
 - Marketing
 - Maintaining fiscal accountability
 - Program compliance and responsibilities

BUDGET & MATCHING FUNDS

1. Upon renewal, the school district will prepare and submit for approval one Budget Form per program site, and one master budget with all sites combined. The maximum per program site should not exceed \$40,000.
2. The school district must meet a 100% matching requirement, cash or in-kind. In-kind donations may include supplies, labor, space, equipment, and/or any other type of item that benefits the program's planned contract activity. The cash or in-kind match may not include any federal funds provided under any authority.

DWS RESPONSIBILITIES

1. DWS will provide technical assistance for afterschool programs where appropriate.
2. DWS will review all invoiced expenditures for compliance with State and Federal requirements and will provide technical assistance when requested.
3. DWS will coordinate with Out-of-School Time (OST) Specialists.
 - a. OST Specialists will monitor awarded programs for program quality utilizing the *Quality Tool*.
 - b. OST Specialists will provide technical assistance to programs when needed.

TERMS AND CONDITIONS

Programs are subject to and must comply with all terms set forth in Attachment A – *Scope of Work/Performance Requirements*, Attachment H – *Department of Workforce Services Contract Standard Special Terms and Conditions*, and Attachment G – *Allowable Costs*.

RENEWAL

This agreement renewal is subject to availability of funding and Contractor compliance with contract requirements.

1. Contractor must submit a form (provided by DWS) identifying non-compulsory Kindergarten funding to be used for federal Child Care Development Fund (CCDF) cash match draw-down. This form will commit these funds for the use of match draw-down and must be signed by the proper School District authority.
2. Prior to extending this contract, specific forms and letters must be submitted as determined by the DWS contract owner.